

~~CONFIDENTIAL~~

31 August 1959

MEMORANDUM FOR: Chief, A&E Staff
Registrar/TR

SUBJECT : Training Reports

1. In our meeting on Friday, 28 August 1959, we agreed that:

a. OTR should attempt to develop a single, one-page, training (evaluation) report form applicable to nearly all if not every course of instruction offered by OTR;

b. that this one-page form should cover (1) the course objectives and means of evaluating the trainee's performance and (2) the trainee's performance or achievement, in terms of the training objective;

c. that a "part II" of the report, or in effect a second form be developed to cover evaluation of the trainee as a person, based on his observed attitudes, traits, personal qualities, special qualifications or limitations, etc., as seen during the course of instruction;

d. that the "part I" be distributed by the Registrar and "part II" through usual A&E reporting channels to the sponsoring office or supervisor on an "EYES ALONE" basis.

2. It was also agreed that certain courses might require a special or modified reporting format and that the JOT Program also was a special case in view of its need for interim reporting as an aid and guide to placement. In any event, it was planned to develop a "part I" form and test it on a trial basis in several courses, to be selected.

3. PPS would like to suggest, in the interest of simplified handling, of averting confusion, etc., that rather than use the terms "part I and part II," we employ two entirely separate reporting forms:

Document No. 819

NO CHANGE in Class. ☒

☐ DECLASSIFIED

Class. CHANGE TO: TS S C

BDA Memo, 4 Apr 77

~~CONFIDENTIAL~~

Date: 11 JAN 78 By: 822

a. a "Training Report" (for essential course/performance/achievement reporting;

b. a "Training Evaluation Report" for the "A&E"-type reporting.

SIGNED


Chief, Plans and Policy Staff

25X1A9a

cc: ADTR
C/JOTP